



City of Grand Rapids  
Parking Violations Bureau  
300 Monroe Ave NW, Room 220  
Grand Rapids, MI 49503  
grtreasurer@grcity.us

## CIVIL INFRACTION REQUEST

NAME VEHICLE DRIVER \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ DRIVER'S LICENSE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

DAYTIME PHONE \_\_\_\_\_ FAX # \_\_\_\_\_

EMAIL \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF VEHICLE DRIVER

\_\_\_\_\_  
DATE

### REASON FOR REQUESTING COURT HEARING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### VIOLATION INFORMATION

TICKET # \_\_\_\_\_ DATE AND TIME ISSUED \_\_\_\_\_

VIOLATION \_\_\_\_\_ ORD. CODE \_\_\_\_\_ METER \_\_\_\_\_

VIOLATION ADDRESS \_\_\_\_\_ BADGE \_\_\_\_\_

LICENSE PLATE # \_\_\_\_\_ VEH. MAKE \_\_\_\_\_

**\*Please fill out this request and return to our office within 7 days of receipt. Your parking ticket will be converted to a "civil infraction" and transferred to the 61<sup>st</sup> District Court. The Court will mail your copy of the civil infraction to you along with a letter advising you of your appearance date. The Court has the authority to impose court costs on all judgments of responsibility for the civil infraction. The City of Grand Rapids Parking Violations Bureau will no longer handle this parking ticket.**

**If you cancel this request, there may be a \$20.00 court cancellation fee imposed by the Parking Violations Bureau.**